

MUSEUM DOCENT JOB DESCRIPTION

Job Title	Museum Docent
Staff Coordinator	Program Support Assistant
Objective	To advance the educational mission of the Museum of the Jimmy Carter Library by conducting tours and providing workshops and other educational programs for the general public (children, adults, families).
Job Description	Docents conduct guided tours of the Museum for groups of children and adults. Utilizing the techniques of dialogue and inquiry, role play and storytelling, the docent encourages students to explore a Presidential Library. Each program lasts from one to two hours and may explore topics such as the election process, life in the White House, and the 20 th century Presidency. Docents assist in the development of educational materials and programs and conduct special workshops and activities for students, adults, and families.
Activities and Responsibilities	Docents complete an Introductory Training Course, study selected readings, and accompany other docents on guided tours to gain knowledge and skills in leading groups. Docents conduct programs by gathering materials, greeting the groups, leading the tours and programs, and putting away materials. He/she is involved in the evaluation of the groups and the programs.
Characteristics, Training, and Experiences	Docents must be enthusiastic, cheerful and willing to learn. They should have an interest in working with people, especially students, and be willing to become actively involved in the programs of the Museum. Experience or education in history, political science, art, or teaching can be helpful, although not required.
Supervision, Training, and Benefits	The Program Support Assistant trains and supervises. Docents will acquire teaching skills, gain an understanding of the purpose and activities of a Presidential Library and Museum, have access to resource publications, lesson plans, exhibit guides, and background materials on the Library, Museum, and exhibits.